



Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT

Research Analyst I

Recruitment Period: December 19, 2016 – January 12, 2017

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$40,000.00 - \$47,000.00

Position Location: Fulton County, GA

Job Summary

The Office of Research and Data Analysis seeks a fulltime Research Analyst I to work within the Judicial Services Division of the Judicial Council/Administrative Office of the Courts. The Research Analyst I provides evidence-based research, data quality review and administrative support that drives judicial policy and improves the quality and content of data collection. The position is an entry-level analyst working primarily to support the unit's efforts to derive, analyze, and interpret data from Georgia's courts. The position works with internal and external customers to meet research needs, and stays current on relevant research methodology and findings. Work is performed under supervision of the Program Manager and with guidance from senior research analysts (Research Analyst II and III's) in the office.

Job Responsibilities and Performance Standards:

- Serves on data projects, including collection, review, evaluation, and analysis of a variety of court data from all classes of courts.
- Assists with new project development in research and administrative capacities.
- Produces written reports documenting results of data analysis and presents those results to supervisors/stakeholders.
- Supports current working relationships with internal and external customers by responding to research and technical assistance requests, identifying research needs, and developing methodologies.
- Works with a team and the Program Manager, and other analysts to develop and update internal policies and procedures, analyzing methods to improve data collection by addressing reliability and validity of data sources and collection methods.
- Supports court administration in decision-making, policy evaluation, promoting the efficient and effective use of court resources, and increasing court accountability to the public through best practice research and implementation.
- Attends court and conferences, reviews literature, and investigates new techniques in data analysis.
- Performs other duties as assigned, including maintaining records in accordance with established retention schedules and policies.

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Minimum Job Requirements:

- Bachelor's degree in public administration, public policy, political science, statistics, judicial administration, criminal justice, or other related field
- Knowledge of and experience with the following software: Microsoft Office Suite (Excel, Word, Outlook, and PowerPoint) and Adobe Acrobat.
- Possession of a valid Georgia Driver's License and ability to operate a vehicle.
- Ability to travel overnight, statewide and regionally, as dictated by the functions of the position and the business needs of the agency.
- Exceptional writing skills
- Must be reliable, dependable, and punctual.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **January 12, 2017**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: Research Analyst I

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

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